

**DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS AND HEADQUARTERS SUPPORT COMPANY
250TH MILITARY INTELLIGENCE BATTALION (TE)
153 MADISON AVENUE
SAN RAFAEL, CALIFORNIA 94903-4105**

MITEB-HHSC-CDR

20 April 2002

MEMORANDUM FOR Headquarters and Headquarters Service Company

SUBJECT: Equal Opportunity and Sexual Harassment Policy

1. Purpose: To define my Company Equal Opportunity and Sexual Harassment Policy.
2. Scope: This policy, applies to all personnel assigned or attached to Headquarters and Headquarters Service Company, 250th Military Intelligence Battalion (Tactical Exploitation).
3. Policy: Our soldiers are our most priceless resource, and their well-being is one of my chief concerns. I am fully committed to, and support the Army's Equal Opportunity Program and the 250th MI Battalion Commander's policies on Equal Opportunity and Sexual Harassment. I expect all members of this company to also actively support this program and these policies.
4. Equal opportunity means equal consideration and treatment based on merit, capability, and potential; without any regard to race, color, religion, gender, or national origin. Sexual harassment is a form of discrimination defined as (1) influencing, offering to influence, or threatening the career, pay, or job of another person, in exchange for sexual favor' or (2) deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work or duty related environment. Discrimination, or even the perception of discrimination, affects an individual's morale and eventually degrades their personal welfare, and job performance. If left unchecked it becomes a cancer that corrupts the morale fiber of this organization, and handicaps overall mission accomplishment. Words alone, however, are not enough. Positive actions are required to maintain an effective program and a productive working environment.
5. Violations of the Equal Opportunity Program and incidents of sexual harassment are inconsistent with our profession and will not be tolerated. Every member of this unit has the responsibility to recognize forms of discrimination and eliminate them. Personnel who feel that they are being sexually harassed should immediately tell the offender that the behavior is unwanted and unacceptable. All unresolved or repeated incidents of sexual harassment should be reported through the chain of command as a complaint.
6. Complaints will be rapidly and thoroughly investigated. Offenders, as well as those who falsely accuse others of discriminative practices, will be dealt with decisively. I encourage anyone with a complaint or problem to use the chain of command. However, if you feel that it is a sensitive situation or that the chain of command would be unable to resolve the problem, bring the matter directly to the Unit Equal Opportunity Representative or me.
7. As a service support organization, we must ensure that we conduct our business in a manner that affords Equal Opportunity to our customers. The best practice is to treat others the same way you want to be treated; equally, fairly. We are all adult citizen-soldiers. We are mature, positive, and confident, and our actions reflect these traits.
8. This policy letter is a command directive and is punitive in nature. Those who violate this policy are subject to disciplinary action under the provisions of the UCMJ.

9. Mission First, Soldiers Always!

DAVID A. CARRICO, JR.
CPT, MI, CAARNG
Commanding